



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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March 3, 2006

To: Owners or Operators of Municipal Separate Storm Sewer Systems

Subject: Municipal Storm Water Permit Application Materials

Dear Municipal Official:

You are receiving this permit packet because the Department of Natural Resources believes that your municipality owns or operates a "small" municipal separate storm sewer system (MS4) that requires coverage under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit. Under federal law (40 CFR § 122.32(a)(1) and (2)) and state law (section NR 216.02(2) and (4), Wis. Adm. Code), MS4s within an "Urbanized Area" or serving a population of 10,000 or more with a population density of 1,000 or more per square mile are required to obtain WPDES storm water permit coverage. Attached is a list of municipalities that are being mailed this permit packet. In total, nearly 240 Wisconsin municipalities are affected by this requirement. If you believe you have received this mailing in error, please forward it to the appropriate municipal official or notify the Department at the contact information listed below.

The enclosed MS4 general permit is the means by which municipalities will be required to implement storm water management control measures -- the next step in urban water quality improvement. The Department has made a preliminary determination that your municipality's MS4 should be regulated under the enclosed MS4 general permit. The enclosed Notice of Intent (NOI) application form is used to apply for coverage under the MS4 general permit. It is also available as an electronically fillable form on the Department's Internet site via: <http://www.dnr.state.wi.us/org/water/wm/nps/stormwater/muni.htm>

Municipalities and other MS4 operators will have 90 days after the receipt of this letter to complete the NOI application form and submit it to the Department. To help guide you through the application process, the Department and UW-Extension are hosting informational sessions at locations throughout the state. The dates and times are **March 21, 1:00 – 3:00 p.m.** and **March 22, 9:00 – 11:00 a.m.** See the enclosed brochure for locations near you. There will also be follow up teleconferences on **April 4, 1:00 – 3:00 p.m.** and **April 5, 9:00 – 11:00 a.m.** to answer questions that you still may have. The phone number is included in the informational session brochure.

Note that many owners and operators of MS4s were notified in December, 2002 that they needed to apply for permit coverage by March 10, 2003, to comply with federal law. Most municipalities submitted an NOI by the 2003 deadline and were nominally in compliance. However, the US Environmental Protection Agency considers those NOIs to be inadequate, and directed the Department to require that new NOIs be submitted that require the municipalities to summarize the measurable goals, management programs and practices that they will be implementing to comply with the MS4 general permit.

Electronic fillable NOI forms and information on Wisconsin's municipal stormwater management program is available at the Department's storm water website at:
<http://www.dnr.state.wi.us/org/water/wm/nps/stormwater/muni.htm>

Thank you for your future cooperation with the Department's municipal stormwater program. If you have any questions, feel free to contact the appropriate DNR storm water contact (contact list enclosed).

Sincerely,

A handwritten signature in black ink, appearing to read "Eric S. Rortvedt", with a horizontal line drawn above it.

Eric S. Rortvedt
Stormwater Permit Coordinator
Bureau of Watershed Management

Enclosures: WPDES General Permit No. WI-S050075-1
Notice of Intent application for coverage under WPDES General Permit No. WI-S050075.
DNR Regional Stormwater Contacts
UW-Extension Contacts
Informational Session Notice

NOTICE: This application form is authorized by section 283.37, Wis. Stats., and Chapters NR 151 and 216, Wis. Adm. Code. Personally identifiable information on this form may be used for other program purposes and may be made available to requestors under Wisconsin's Public Records laws and be posted on the Department's internet site.

Instructions: Complete the following for all permit applications. If additional space is needed to respond to a question, attach additional pages. Provide descriptions below that explain the program activities that you expect to develop and implement to comply with the Municipal Separate Storm Sewer System (MS4) general permit (<http://dnr.wi.gov/org/water/wm/nps/stormwater/muni.htm>). Section 3 of the MS4 general permit contains the compliance schedules that direct when the individual program activities need to be developed and submitted to the Department for review. The detailed programs that are developed and submitted to the Department for review may deviate from the program activities described below if necessary. The descriptions provided below are necessary for the Department to verify that the municipality's program activities comply with the permit.

Section I: Applicant Information			
Name of Municipality Salem, Town of			
Mailing Address PO Box 443	City Salem	State WI	Postal Code 53168-0443
County(s) in which Applicant is located Kenosha	Type of Municipality: (check one) <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input checked="" type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

Section II: Local Contact Information (check one)			
Name of Municipal Contact Person Brad Zautcke		Title Land and Development Coordinator	
Mailing Address 28733 Wilmot Road	City Trevor	State WI	Postal Code 53179
E-mail address zautcke@saalem-wi-utility.us	Telephone Number (include area code) 262-862-2371	Fax Number (include area code) 262-862-6123	

Section III: Water Quality Concerns		
Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (An unofficial list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html)

Section IV: Area and Population Within the MS4		
Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the MS4 within an "Urbanized Area" as defined by U.S. EPA? (See http://www.epa.gov/npdes/pubs/fact2-2.pdf)

If no, skip the rest of this section and continue to Section V. If yes, estimate the area served by and the population within the MS4 in an Urbanized Area (UA).

(Urbanized Area maps are available on the EPA web site at: <http://cfpub1.epa.gov/npdes/stormwater/urbanmaps.cfm>)

Total municipal area (in square miles): 32.38	Total municipal population (in year 2000): 9,871
MS4 service area within Urbanized Area (in square miles): 11.49	Municipal population within Urbanized Area (in year 2000): 3,006

Section V: Potential Permit Exemption		
Yes	No	Section NR 216.023, Wis. Adm. Code, allows certain MS4s that have less than 1000 people residing in an urbanized area to be waived from having to obtain municipal storm water permit coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you believe that the MS4 may be eligible for this potential exemption?

Section VI: Summary of Municipal Storm Water Program Activities
Describe the programs or activities the municipality is doing or will do to comply with the requirements of the MS4 general permit. Attach additional pages if necessary.
A. Public Education and Outreach

Describe the public education and outreach program activities that the municipality will implement to comply with section 2.1 of the MS4 general permit.

See Attached Summary

B. Public Involvement and Participation
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Describe the public involvement and participation program activities that the municipality will promote to comply with section 2.2 of the MS4 general permit.

See Attached Summary

C. Illicit Discharge Detection & Elimination

Describe the illicit discharge detection and elimination program activities that the municipality will develop and implement to comply with section 2.3 of the MS4 general permit.

See Attached Summary

D. Construction Site Pollution Control

Describe the construction site pollutant control program activities that the municipality will develop and implement to comply with section 2.4 of the MS4 general permit.

See Attached Summary

E. Post-Construction Storm Water Management
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Describe the post-construction storm water management program authority and activities that the municipality will develop and implement to comply with section 2.5 of the MS4 general permit.

See Attached Summary

F. Pollution Prevention

Describe the pollution prevention program activities that the municipality will implement to comply with section 2.6 of the MS4 general permit.

See Attached Summary

Section VII: Certification

Certification: I hereby certify that I am an authorized representative of the municipality that is the subject of this application for general permit coverage, and that the information provided is true and complete, to the best of my knowledge. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Name	Title
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Diann Tesar

Town Chair

Signature	Date Signed
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Diann Tesar

5-24-06

E-mail address	Telephone Number (include area code)	Fax Number (include area code)
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262-843-2313

262-843-4432

Return this completed form to:
Wisconsin Department of Natural Resources
Storm Water Program - WT/2
PO Box 7921
Madison, WI 53707-7921

TOWN OF SALEM

NOI FOR COVERAGE UNDER MS4 GENERAL PERMIT

SECTION VI.

A. Public Education and Outreach

The Public Education and Outreach Program will help increase awareness of storm water pollution impacts on the waters of the state. This program will also educate the public about the condition of the local lakes, rivers and streams and what needs to be done to address any current problems. The Town of Salem shall research the option of forming partnerships with surrounding communities to share the duties of producing educational materials, developing strategies and conducting demonstrations to educate the public. The proposed plan shall be submitted to the WDNR within 18 months of the start date of the permit and the plan shall be implemented within 24 months of this start date. Topics that will be included in this education and outreach program are as follows:

- Detection and elimination of illicit discharges and the water quality impacts related to these discharges from the MS4.
- Proper management of materials that may cause storm water pollution such as pet waste, household hazardous wastes, automobile fluids and other household practices.
- Reuse of leaves and lawn clippings and the proper use of fertilizers and pesticides.
- Streambank and shoreline management by riparian landowners to minimize erosion.
- Promote infiltration of residential storm water runoff from rooftops, driveways and sidewalks.
- Inform and educate those who are responsible for design, installation and maintenance of construction site erosion control practices.
- Identify businesses and activities that may cause storm water pollution, and if appropriate, educate those responsible about pollution prevention methods.
- Promote environmentally sensitive land development designs.

B. Public Involvement and Participation

The Public Involvement and Participation Program will help notify the public of the tasks that are required by the MS4 permit and encourage public participation with some of these tasks. The proposed plan shall be submitted to the WDNR within 18 months of the start date of the permit and the plan shall be implemented within 24 months of this start date.

C. Illicit Discharge Detection and Elimination

The Illicit Discharge Detection and Elimination Program will help the Town of Salem to detect and remove illicit connections and discharges to the MS4. Tasks that will be included as part of this program are as follows:

- An ordinance shall be developed to prevent and eliminate illicit discharges and connections to the MS4. The ordinance shall prohibit any discharges, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4 and establish inspection and enforcement authority. Appropriate action shall be taken to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove, the WDNR shall be contacted to discuss an appropriate action and/or schedule of action. The proposed ordinance shall be submitted to the WDNR within 24

months of the start date of the permit and the adopted ordinance shall be implemented within 30 months of this start date.

- Initial field screening will be conducted and documented at all major outfalls during dry weather periods. Documentation to include color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges. If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include water sampling and field screening points shall be selected downstream of any source of suspected illicit activity. This initial field screening process shall be completed within 36 months of the start date of the permit.
- Conduct and document on-going dry weather field screening of outfalls during the term of permit. The proposed field screening procedures shall be submitted to the WDNR within 36 months of the start date of the permit and the procedures shall be implemented within 48 month of this permit start date.
- Develop written procedures for responding to known or suspected illicit discharges such as response to spills that discharge into or out of the MS4, prevention and containment strategies, and the notification process involved for a spill, discharge or dye testing to the proper authorities. These written procedures shall include the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The proposed response procedures shall be submitted to the WDNR within 24 months of the start date of the permit and shall be implemented within 30 months of this permit start date.

D. Construction Site Pollution Control

The Construction Site Pollution Control Program will help to reduce the discharge of sediment and construction materials from construction sites. This program will include tasks such as:

- Develop an ordinance to require erosion and sediment control at construction sites and establish standards to ensure compliance. This ordinance shall also establish applicability and jurisdiction for sizes of construction sites, types of construction sites and who is responsible for erosion control. This ordinance shall also establish erosion and sediment control criteria, standards and specifications, construction site performance standards, erosion and sediment control plan requirements for landowners of construction sites, inspection and enforcement authority, and requirements for construction site operators to manage wastes. All of this criterion shall be compliant or more restrictive than those approved by the WDNR. The proposed ordinance shall be submitted to the WDNR within 18 months of the permit start date and the adopted ordinance shall be implemented within 24 months of this permit start date.
- Develop written procedures for construction site inspection and enforcement of erosion and sediment control measures. These procedures shall outline who is responsible for construction site inspections and enforcement, inspection frequency, inspection documentation guidelines and a system of enforcement to achieve compliance. The proposed procedures shall be submitted to the WDNR within 18 months of the start date of the permit and shall be implemented within 24 months of this permit start date.
- Develop written procedures for the acceptance and consideration of information submitted by the public.

E. Post-Construction Site Storm Water Management

The Post-Construction Storm Water management Program will require control of the quality of discharges from areas of new development and redevelopment after construction is completed. These requirements shall include:

- Develop an ordinance to regulate post-construction storm water discharges. This ordinance shall establish applicability and jurisdiction based on the size of the construction site. This ordinance shall also establish design criteria, standards and specifications equivalent to technical standards approved by the WDNR, post-construction performance standards (equivalent to NR 151.12 and 151.24), storm water plan requirements for landowners of construction sites (equivalent to NR 216.47), long-term maintenance requirements for landowners, and inspection and enforcement requirements. The proposed ordinance shall be submitted to the WDNR within 18 months of the start date of the permit and the adopted ordinance shall be implemented within 24 months of the permit start date.
- Develop written procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities. The proposed procedures shall be submitted to the WDNR within 18 months of the start date of the permit and shall be implemented within 24 months of the permit start date.

F. Pollution Prevention

The Pollution Prevention Program will help establish measurable goals for pollution prevention. The proposed program shall be submitted to the WDNR within 24 months from the start date of the permit and shall be implemented within 30 months of the permit start date. This program shall include the following:

- Routine inspection and maintenance of municipally owned or operated structural storm water management facilities.
- Routine street sweeping and cleaning of catch basins with sumps. Guidelines for proper catch basin waste disposal shall be developed and documented.
- Develop proper road deicing application standards that are compliant with the DOT Highway Maintenance Manual, Chapter 35.
- Establish guidelines for proper management of leaves and grass clippings.
- Develop a written storm water pollution prevention plan for all municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
- Establish application standards for lawn and garden fertilizers on municipally owned properties with pervious surfaces over five acres, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
- Educate all municipal staff and other personnel that will be involved in implementing this Pollution Prevention Program.
- Establish measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at: <http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.